

The following documentation provides information on Product Registration for Paper Certification via the Georgia Tax Center.

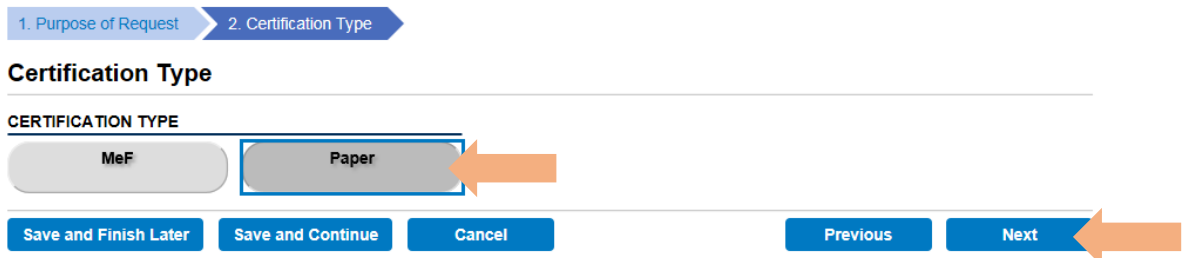
How to Register your Products

1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration**.



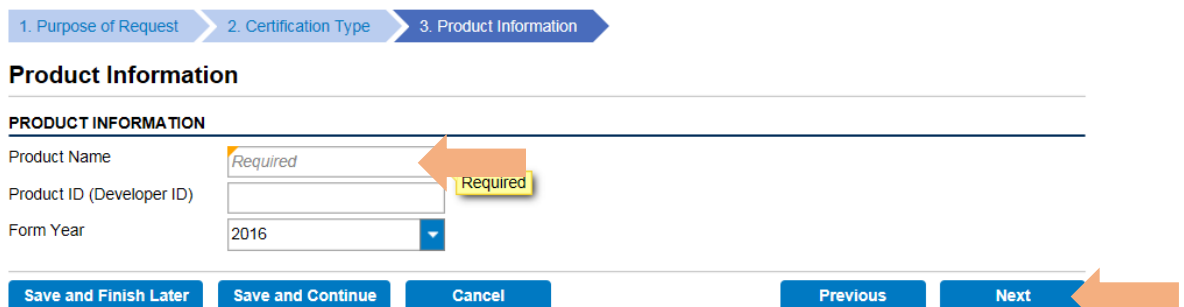
The screenshot shows the 'SOFTWARE VENDORS' tab selected in the top navigation bar. Below it, the 'SOFTWARE VENDOR MANAGEMENT' section is visible, containing links for 'View Compliance Agreement', 'Compliance Agreement', 'Product Registration', 'Manage Contacts', and 'Manage IDs'. An orange arrow points to the 'SOFTWARE VENDORS' tab.

2. Select your **Certification Type - Paper**, click **Next**.



The screenshot shows the 'Certification Type' selection screen. The 'Paper' option is selected, indicated by an orange arrow. The 'Next' button is also highlighted with an orange arrow. The 'Save and Continue' button is also visible.

3. Input your **Product Information**, click **Next**. The **Product Name** is required to proceed.



The screenshot shows the 'Product Information' input screen. The 'Product Name' field is highlighted with an orange arrow and a 'Required' label. The 'Product ID (Developer ID)' field is also highlighted with an orange arrow and a 'Required' label. The 'Form Year' dropdown menu is set to '2016'. The 'Next' button is highlighted with an orange arrow.

4. Adding and Deleting Forms

To add an account type and form, click the **Account Type** dropdown menu. Choose the **Account Type** then choose the form from the **Form** dropdown menu. For non-specific forms, leave the **Account Type** blank and select your forms from the **Form** dropdown menu.

SELECT PAPER CERTIFICATION FORMS
For non-account specific forms, leave the Account Type column blank.

Account Type	Form	Description	2D Supported	1D Supported	Voucher
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Corporate Income Tax Continue Cancel Previous Next

Corporate Income Tax
Fiduciary Income Tax
Individual Income Tax
Partnership Tax
Sales & Use Tax
Withholding Tax

You can register multiple forms and tax types via the paper certification process. If you need to remove an **Account Type**, click the red "x" in front of it and it will be deleted from your list. Click **Next** after you have made your selection(s).

SELECT PAPER CERTIFICATION FORMS
For non-account specific forms, leave the Account Type column blank.

1 - 2 Show Errors

Account Type	Form	Description	2D Supported	1D Supported	Voucher
<input type="checkbox"/> Corporate Income Tax	Form 600	Corporate Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2 Rows

Save and Finish Later Save and Continue Cancel Previous Next

Note: In this example, if you select Individual Income Tax 500EZ as your Account Type, your list will auto-populate with three additional required sub-forms (525-TV, IT-560, and W-2 Income S) and expected that your company will provide support for them. You will see these forms when you click the Next button. There are other forms that populates sub- forms as part of the required process.

If filing methods (2D Supported, 1D Supported, and Voucher) are pre-selected that means they are required filing methods and if they are not pre-selected that means they are not required and you have to choose which forms are supported.

SELECT PAPER CERTIFICATION FORMS
For non-account specific forms, leave the Account Type column blank.

Account Type	Form	Description	2D Supported	1D Supported	Voucher
<input type="checkbox"/> Corporate Income Tax	Form 600	Corporate Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Worth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4 Rows

Save and Finish Later Save and Continue Cancel Previous Next

5. Select both the applicable IDs and Contacts, click **Next**.

IDs and Contacts

SELECT THE APPLICABLE IDS Select All Select None Filter

Selected	ID Type	ID
<input checked="" type="checkbox"/>	Vendor Code	214

SELECT THE APPLICABLE CONTACT(S) Select All Select None Filter

Selected	Name	Email	Phone Type	Area	Phone Number
<input checked="" type="checkbox"/>	JANE DOE	JANE.DOE@EMAIL.COM	Business Phone	(404)	404-4040

Save and Finish Later
Save and Continue
Cancel
Previous
Next

6. Review the **AGREEMENT** and click **Submit**.

Review Agreement

PRODUCT INFORMATION

Product Name: 77812

Product ID (Developer ID):

Form Year: 2016

SELECT PAPER CERTIFICATION FORMS

For non-account specific forms, leave the Account Type column blank.

Account Type	Form	Description	2D Supported	1D Supported	Voucher
Corporate Income Tax	Form 600	Corporate Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Worth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 Rows

REVIEW THE SELECTED IDS Filter

Selected	ID Type	ID
<input checked="" type="checkbox"/>	Vendor Code	214

REVIEW THE CHOSEN CONTACTS

Selected	Name	Email	Phone Type	Area	Phone Number
<input checked="" type="checkbox"/>	JANE DOE	JANE.DOE@EMAIL.COM	Business Phone	(404)	404-4040

Save and Finish Later
Save and Continue
Cancel
Previous
Submit

7. Enter your password and click **Yes**.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Password: Required

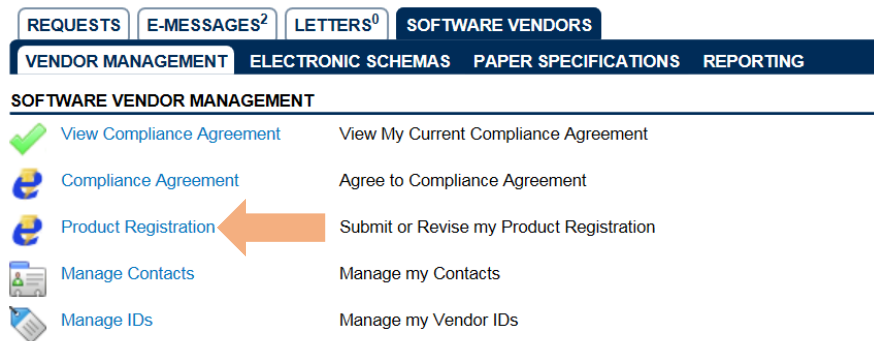
Yes

Your confirmation page for the product registration will appear. Print the page or note the confirmation number then click **Ok**.

- Note: Your account should update within 15 minutes.

Amending Your Submission






1. If you need to make a change to your product registration. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration**.



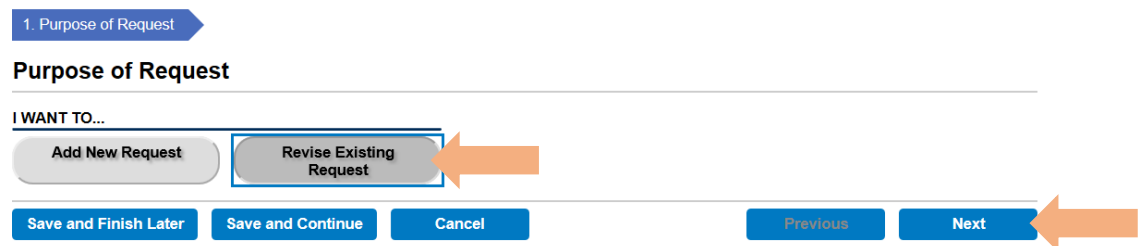
REQUESTS E-MESSAGES² LETTERS⁰ **SOFTWARE VENDORS**

VENDOR MANAGEMENT ELECTRONIC SCHEMAS PAPER SPECIFICATIONS REPORTING

SOFTWARE VENDOR MANAGEMENT

-  [View Compliance Agreement](#) View My Current Compliance Agreement
-  [Compliance Agreement](#) Agree to Compliance Agreement
-  [Product Registration](#) Submit or Revise my Product Registration
-  [Manage Contacts](#) Manage my Contacts
-  [Manage IDs](#) Manage my Vendor IDs

2. Click **Revise Existing Request** to access your current product registration and click **Next**.



1. Purpose of Request

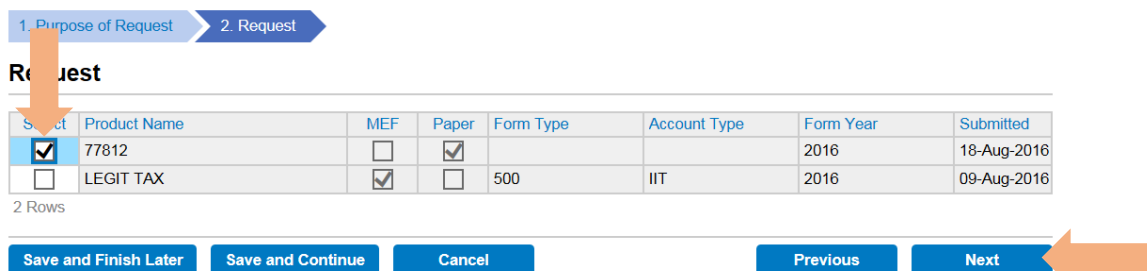
Purpose of Request

I WANT TO...

[Add New Request](#) [Revise Existing Request](#)

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Previous](#) [Next](#)

3. Select the box next to the **Product Name** you would like to edit and click **Next**. You can only make changes to one product at a time.



1. Purpose of Request 2. Request

Request

Select	Product Name	MEF	Paper	Form Type	Account Type	Form Year	Submitted
<input checked="" type="checkbox"/>	77812	<input type="checkbox"/>	<input checked="" type="checkbox"/>			2016	18-Aug-2016
<input type="checkbox"/>	LEGIT TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500	IIT	2016	09-Aug-2016

2 Rows

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Previous](#) [Next](#)

4. After you have made the desired changes to the Product Information page, click **Next**.

Product Information

PRODUCT INFORMATION

Product Name	<input type="text" value="77655"/>
Product ID (Developer ID)	<input type="text"/>
Form Year	<input type="text" value="2016"/>











[Save and Finish Later](#)
[Save and Continue](#)
[Cancel](#)
[Previous](#)
[Next](#)

5. Edit the **SELECT PAPER CERTIFICATION FORMS** list with your choices and click **Next**. If you delete any existing forms, it means that you do not support those forms and those forms will not be certified.

Paper Forms

SELECT PAPER CERTIFICATION FORMS

For non-account specific forms, leave the Account Type column blank.

	Account Type	Form	Description	2D Supported	1D Supported	Voucher
	 Corporate Income Tax	Form 600	Corporate Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	 Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	 Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	 Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	 Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Worth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Rows

[Save and Finish Later](#)
[Save and Continue](#)
[Cancel](#)
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6. Continue with your submission by following steps 5 through 7 in the above section **How to Register your Products**.